

City of Sunnyvale
550. Remington Drive
P.O. Box 3707
Sunnyvale, CA 94088-3707
(408) 730-7751

Picnic Policies

Reservation Procedures

Reservations can be made over the phone with a Mastercard or Visa, or in person at the Sunnyvale Recreation Center Monday through Friday between the hours of 1:00pm and 5:00pm. Sunnyvale residents and companies ONLY may reserve picnic areas. First come first serve areas are non-reservable and available to the public.

To reserve on behalf of a company or organization, your Sunnyvale company or organization must provide the City with a signed letter of authorization on official letterhead, granting your representative the ability to act as an agent.

Reservations can be made six months to the day in advance. You may reserve picnic areas from April 1 through October 31, and are available on a first-come basis. Reservation requests may be taken until the working day prior to the event. Only one picnic area is available to be reserved per customer, per reservation date.

Groups composed of minors (under 18 years old) must be supervised by 1 adult for every 20 minors while they are using the facilities. The permit must be issued to the adult supervising the function. Permits will only be issued to individuals between 18-21 years of age for events without alcohol.

All activities must be concluded no later than 8:00pm (including clean-up time). All persons associated with your event must vacate the premises when the permitted time expires.

Additional Charges/Special Request

There will be a \$25.00 jumphouse permit fee needed when you have an inflatable jumphouse at one of the City parks. Jumphouses must be obtained through certain companies authorized to provide structures in Sunnyvale parks. To obtain a list of the authorized companies you can call the reservation line at (408) 730-7751 or come in the Recreation Center to pick up a copy.

The Spray Pool at Las Palmas Park must be reserved a minimum of five business days in advance. The Spray Pool is turned on for two hours for \$60.00

The City of Sunnyvale does not guarantee that the lakes or streams at the parks will be operational during an event.

Cancellation/Revision/Rain out Policies

The City of Sunnyvale reserves the right to cancel any use of facilities and/or equipment upon two weeks notice. This shall be done at any time that is deemed necessary to do so and in consideration of the First Amendment Rights of the applicant.

Cancellation of a picnic area or equipment must be done of 30 days prior to the scheduled event in order to receive a full refund. Picnic fees are not refundable if cancellations are made less than 30 business days prior to your event. Failure to notify the Reservation Office of a cancellation will result in the forfeiture of all fees.

In order to change the date of the event, park site, or picnic area, the permittee must inform the reservation office at least 30 days prior to the scheduled event.

If it rains the day of your picnic, please notify the reservation office within 3 business days after your event to inquire about reservation fees being refunded. After 3 business days the City will not be able to refund your rained out picnic.

Refunds

Fees refunded will be mailed to the permittee. If the permittee paid by check or cash, a check will be mailed for the appropriate amount approximately 4 to 6 weeks after the date of the event or after a cancellation has been made. If the permittee paid by credit card, the permittee's credit card will be credited for the appropriate amount with 2-3 weeks following the event or cancellation request.

Alcohol Information

Alcohol is permitted in the picnic areas only in conjunction with a meal.

Clean-up Responsibilities

The permittee is required to leave the picnic area in the condition it was received.

General Regulations

The reservation sign (provided by the Reservation office) must be posted at the appropriate site between 8:00 am and 8:30 am on the day of the scheduled use.

NO amplified music or speeches are allowed in the parks.

You may use masking tape on picnic tables. However you may NOT use staples, tacks, nails, or screws.

General Regulations Continued

Adjacent picnic site users share barbecue grills.

Planned use of any personal or rented equipment must be stated on your application.

All dunk-tanks, petting zoos, and carnival activities are prohibited in the park without special permission from the Department director. Please call for approval if you would like to have non-standard activities at your picnic.

It is prohibited to bring additional equipment into the park without the approval of the Reservation Coordinator.

Each guest at an event must obey all applicable City, State and Federal rules, ordinances, laws and regulations. Failure to obey the rules and regulations may result in cancellation of your permit. Additionally, you may be asked to leave the facility and/or be subject to legal action.

The person or organization to whom the permit is issued assumes all responsibility for use of the facility. Permits cannot be transferred, assigned or sublet. The permit holder or their delegate must be in attendance at all times.

Only City of Sunnyvale vehicles are allowed on Park grounds. You may park only in designated parking areas, including the time spent loading and unloading your vehicle.

The areas reserved exclusively for your activity are indicated on your permit. Other non-reserved areas may be used by anyone on a first-come first-serve basis.

The City has the right to assign a staff member to supervise the event.

Gambling is prohibited. Gambling is defined as: "giving of value for the possibility of obtaining the operation of an element of chance."

No soliciting is allowed in or around the Park.

The City of Sunnyvale is not responsible for accidents, injury, illness, or loss of group or individual property.

Specific fire code regulations must be followed for candle usage. No open flames allowed. Call the Reservation Office for further details.

Proof of insurance may be required, depending on the type of event.

Birdseed may be thrown at wedding receptions; no rice is allowed.

Anyone violating the established rules and regulations or constituting a public nuisance may be required to leave the picnic facility.

The picnic area at Columbia Park is located on school property and may not be reserved when school is in session.

Please do not offer gratuities to City employees as they have been instructed not to accept them.